

Internal Pilot or Seed Grant Waiver

While [RPH 2.1](#) establishes the policy for the Principal Investigator Eligibility and Criteria for Exceptions, [RPH 3.2](#) establishes when a PI may delegate review and certification of project expenditures. [Section 5](#) of RPH 3.2 states that *“a PI may only delegate review and certification to a participating Academic Council member or PI eligible individual who is responsible for the portion of the statement of work for which they are responsible. The designee must be identified as the Task Owner in the accounting system.”*

In rare cases, an existing sponsored project, as part of the primary award agreement, may provide for pilot or seed grants that are part of a competitive process.

In those cases, the PI of the sponsored project has two options for delegating the certification of expenses on pilot/seed awards.

1. require applicants who are not academic council members to obtain a PI waiver
2. or have the applicants faculty mentor oversee the project and its associated expenditures

If a PI waiver is required, requests for these waivers should utilize the [PI waiver templates](#) and be submitted to the Executive Director of RMG

Main Award PI/Department Responsibilities

- Ensure any requirement for waivers is included in the Pilot/Seed funding opportunity announcement
- Any person granted a PI waiver for these purposes must complete [PI training](#) prior to PTA set-up for these funds. It is the award owner (main PI) and award manager’s responsibility to ensure PI training is completed BEFORE the expenditure of funds.
- Upload a copy of the approved waiver into SeRA (as an attachment on the SPO record providing the funding)

Notes:

These waivers will only be considered for competitive pilot/seed grants that are funded by an existing sponsored project and not for any other purposes.

No PI waiver is required for internal pilot or seed grants that are funded from non-sponsored projects (e.g., gift, department funding).